

TEXAS DEPARTMENT OF PUBLIC SAFETY/DRIVER LICENSE DIVISION

# #32 Texas Election Certificate

Pending Judicial Review

DPS/DLD/PBI

7/12/2012

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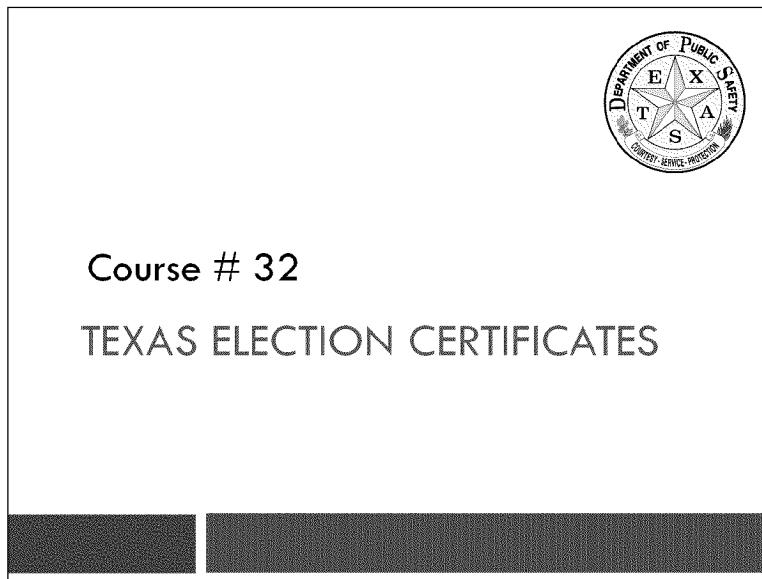
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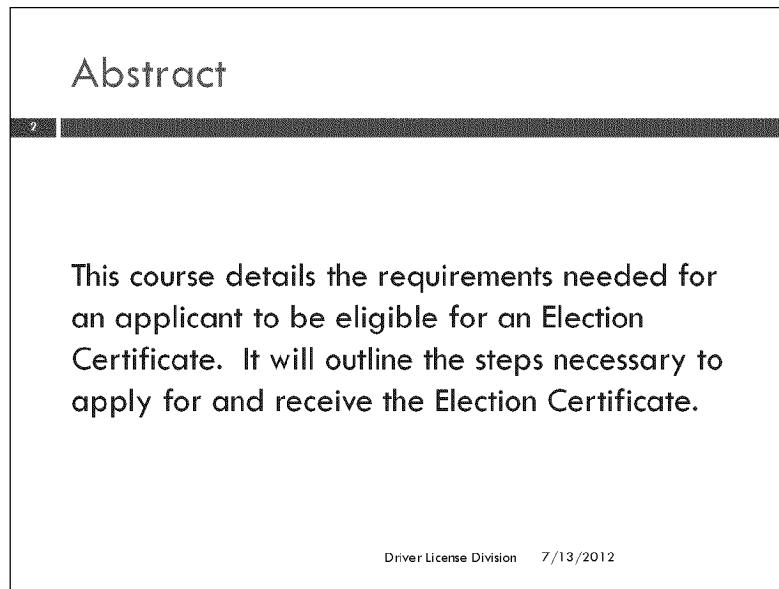
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Course #32 Texas Election Certificate

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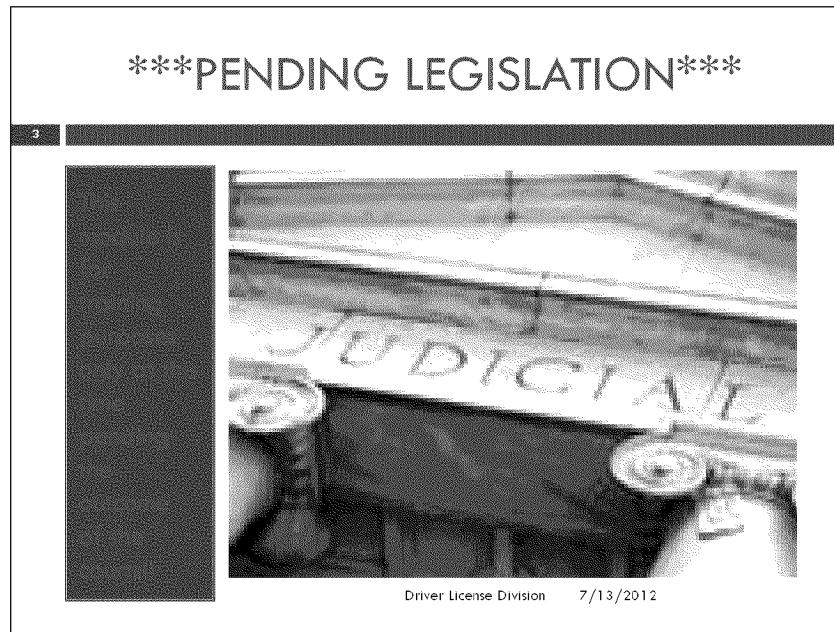


### Abstract

This course details the requirements needed for an applicant to be eligible for an Election Certificate. It will outline the steps necessary to apply for and receive the Election Certificate.

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### \*\*\*PENDING LEGISLATION\*\*\*



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The Texas Voter ID law is currently under judicial review and we cannot issue Election Certificates until the court decision is rendered. No Election Certificates shall be issued until you receive official notification.

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### Course Objectives

- Introduce the requirements for the Texas Election Certificate.
- List the steps to apply for the Election Certificate.

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#### Course Objectives

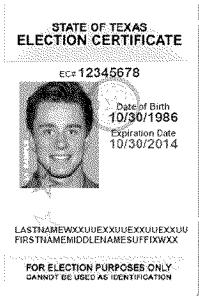
- Introduce the requirements for the Texas Election Certificate.
- List the steps to apply for the Election Certificate.

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**Texas Election Certificate (EC)**

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The Department of Public Safety is prepared to issue Texas Election Certificates to persons who are obtaining one for the purpose of voting and **do not** have another form of photo identification acceptable for election purposes.



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### Texas Election Certificate Overview

- The Department of Public Safety is prepared to issue Texas Election Certificates to persons who are obtaining one for the purpose of voting and do not have another form of photo identification acceptable for election purposes.

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**Texas Election Certificate (EC)**

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The Texas Election Certificate is to be used for election purposes only and **cannot be used as an identification card**.

The Texas Election Certificate will be issued at no charge to applicants who meet the eligibility requirements.

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- The Texas Election Certificate is to be used for election purposes only and **cannot be used as an identification card**.
- The Texas Election Certificate will be issued at no charge to applicants who meet the eligibility requirements.

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## Persons Not Eligible

- Persons who have been issued any of the following documents which may be used for election purposes:
  - Texas driver license (includes occupational license with photograph) – unexpired or expired less than 60 days;
  - Texas identification card – unexpired or expired less than 60 days;

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### Persons Not Eligible

- Persons who have been issued any of the following documents which may be used for election purposes:
  - Texas driver license (includes occupational license with photograph) – unexpired or expired less than 60 days;
  - Texas identification card – unexpired or expired less than 60 days;

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## Persons Not Eligible

- Texas concealed handgun license – unexpired or expired less than 60 days;
- United States military identification card containing the person's photograph;
- United States passport – unexpired or expired less than 60 days;

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- Texas concealed handgun license – unexpired or expired less than 60 days;
- United States military identification card containing the person's photograph;
- United States passport – unexpired or expired less than 60 days;

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## Persons Not Eligible

- United States citizenship certificate containing the person's photograph; or
- Persons who are **not** United States citizens (i.e. permanent residents, asylees, refugees or temporary visitors).



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- United States citizenship certificate containing the person's photograph; or
- Persons who are **not** United States citizens (i.e. permanent residents, asylees, refugees or temporary visitors).

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## Persons Who Are Eligible

- The department shall issue an election certificate upon request to persons who **do not** have one of the forms of acceptable photo identification listed above, and are:
  - a registered voter in Texas and present a valid voter registration card, or are eligible to vote and submit a voter registration application to the department

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## Persons Who Are Eligible

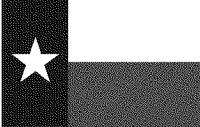
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## Persons Who Are Eligible

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- a United States citizen;
- a resident of Texas;
- age 18 or above. (To be eligible to apply for voter registration, a person must, on the date the application is submitted to the registrar, be at least 17 years and 10 months of age.)



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- A United States citizen;
- A resident of Texas; who is age 18 or above. (To be eligible to apply for voter registration, a person must, on the date the application is submitted to the registrar, be at least 17 years and 10 months of age.)

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## How to Apply for Election Certificate

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- Visit a Texas driver license office;
- Bring documents to verify U.S. citizenship;
- Bring documents that meet the department's identification policy; and
- Request and complete an application for the election certificate.

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## How to Apply for Election Certificate

To apply for the Texas Election Certificate the person must:

- Visit a Texas driver license office;
- Bring documents to verify U.S. citizenship;
- Bring documents that meet the department's identification policy; and
- Request and complete an application for the Texas Election Certificate.

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## **Election Certificate Application Form**

The person applying for the Texas Election Certificate will complete and sign front page of form DL-14C. The back of the application includes eligibility requirements for obtaining the Election Certificate.

D-7240 (Dec 2012)		<b>APPLICATION FOR TEXAS ELECTION CERTIFICATE</b> FOR ELECTION PURPOSES ONLY; CANNOT BE USED AS AN IDENTIFICATION CARD		FOR DEPARTMENT USE ONLY
NOTICE: All information on this application must be completed in INK.				ASSIGNED # _____
<b>APPLICANT INFORMATION</b>		<b>CONTACT INFORMATION</b>		
LAST NAME:	HOME PHONE:			
FIRST NAME:	OTHER PHONE:			
MIDDLE NAME:	EMAIL:			
SUFFIX:				
MAIDEN NAME:				
<b>ADDRESS INFORMATION</b>				
DATE OF BIRTH (mm/dd/yyyy):		RESIDENCE ADDRESS:		
SSN:	CITY:	STATE: _____		
SEX: (Circle One)	Male	Female	ZIP CODE:	COUNTY: _____
EYE COLOR:	HAIR COLOR:			
RACE:				
HEIGHT: ft. _____ in. _____				
WEIGHT: lbs. _____				
UNITED STATES CITIZEN: yes _____ no _____	ZIP CODE: _____	STATE: _____ COUNTRY: _____		
If you are not a US citizen, you are not eligible for an Election Certificate.				
PLACE OF BIRTH: CITY: _____ STATE: _____ COUNTRY: _____				
FATHER'S LAST NAME: _____ MOTHER'S LAST NAME: _____				
<b>INFORMATION REQUIRED FROM THE APPLICANT</b>				
YES _____				
1. <input type="checkbox"/> Am I a Texas voter registration card holder?				
2. <input type="checkbox"/> Do I have a driver's license or instruction permit (unexpired, or expired for no more than 60 days)?				
3. <input type="checkbox"/> Do I have a Texas identification card (unexpired, or expired for no more than 60 days)?				
4. <input type="checkbox"/> Do I have a Texas concealed handgun license (unexpired, or expired for no more than 60 days)?				
5. <input type="checkbox"/> Do I have a US passport (unexpired, or expired for no more than 60 days)?				
6. <input type="checkbox"/> Do I have a US driver's license (unexpired, or expired for no more than 60 days)?				
7. <input type="checkbox"/> Do I have a US citizenship certificate that contains your photograph?				
8. <input type="checkbox"/> Do I have a US military identification card that contains your photograph (unexpired, or expired for no more than 60 days)?				
If answering "yes" to questions 3 through 8, you are not eligible to receive a Texas Election Certificate.				
<b>CERTIFICATION</b>				
I do solemnly swear, affirm, or certify that I am the person named herein and that the statements on this application are true and correct.				
X _____	Date: _____			
<b>VERIFICATION</b>				
Sworn to and subscribed before me this _____ day of _____				
Notary Public in and for the State of Texas or Authorized Officer				
<b>FOR DEPARTMENT USE ONLY</b>				
Document Presented: _____		Document Number: _____	Issuing Agency: _____	
Document Presented: _____		Document Number: _____	Issuing Agency: _____	
Document Presented: _____		Document Number: _____	Issuing Agency: _____	

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**Steps for Issuing an Original Election Certificate**

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□ Search for applicant on DLS **Search Applicant** screen.  
(Figure 1)

**DLS** ELECTION CERTIFICATE

**Search Applicant**

**NAME SEARCH**

IBI/DOI/UNL Number:

Deleted Person Search:

**NAME SEARCH**

Last Name:

First Name:

Middle Name:

Phonetic Search:

**DOB/SSN SEARCH**

DOB:

SSN:

Additional Search Options:

**Search Applicant**

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Search for applicant on DLS **Search Applicant** screen. Search the records by entering the name and date of birth of the applicant. (Figure 1) If record is found determine if applicant has a driver license or identification card which may be used as photo identification for election purposes. If no record is found, select the Election Certificate tab located in the blue bar in DLS.

**DLS** ELECTION CERTIFICATE

**Search Applicant**

**NAME SEARCH**

IBI/DOI/UNL Number:

Deleted Person Search:

**NAME SEARCH**

Last Name:

First Name:

Middle Name:

Phonetic Search:

**DOB/SSN SEARCH**

DOB:

SSN:

Additional Search Options:

**Search Applicant**

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## Steps for Issuing an Original Election Certificate

Search for the on the **Search Election Certificate** screen. Search the record again by entering the name and date of birth of the applicant. (Figure 2)

DLS

TASKS SEARCH PDPS CDLIS MISC ELECTION CERTIFICATE

Search Election Certificate

Election Certificate Number:

Name Search

Last Name:   
First Name:   
Middle Name:

DOB/SSN Search

DOB:   
SSN:

Search Election Certificate

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Search for the on the **Search Election Certificate** screen. Search the record again by entering the name and date of birth of the applicant and select the *Search Election Certificate* button located at the bottom of the screen. (Figure 2)

DLS

TASKS SEARCH PDPS CDLIS MISC ELECTION CERTIFICATE

Search Election Certificate

Election Certificate Number:

Name Search

Last Name:   
First Name:   
Middle Name:

DOB/SSN Search

DOB:   
SSN:

Search Election Certificate

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Steps for Issuing an Original Election Certificate

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If a record is found it will appear on the **Election Certificate Search Results** page and indicates the person has previously been issued an election certificate.

**DLS** TASKS SEARCH POPS CDLIS MISC ELECTION CERTIFICATE

**Election Certificate Search Results** Fig. 2a

Name	Date of Birth	SSN	Race	Sex	Height	City	County	EC Number
TWO, VOTER	05/25/1968	555-44-3322	OTHER	M	6'01"	AUSTIN	TRAVIS	34295548

[View Election Certificate Record](#)

[New Election Certificate](#) [Issue Election Certificate](#)

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If a record is found it will appear on the **Election Certificate Search Results** page and indicates the person has previously been issued an election certificate. Ask for proper identification and select the **GO** button to view the record and reissue the election certificate. (Fig. 2A) (A demo on reissuance procedures is later in this document.)

**DLS** TASKS SEARCH POPS CDLIS MISC ELECTION CERTIFICATE

**Election Certificate Search Results** Fig. 2a

Name	Date of Birth	SSN	Race	Sex	Height	City	County	EC Number
TWO, VOTER	05/25/1968	555-44-3322	OTHER	M	6'01"	AUSTIN	TRAVIS	34295548

[View Election Certificate Record](#)

[New Election Certificate](#) [Issue Election Certificate](#)

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**Steps for Issuing an Original Election Certificate**

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If the **Election Certificate Search Results** shows no record is found proceed to the next screen by selecting the *Search Election Certificate* button.


Election Certificate Search Results

Name  Date of Birth  SSN  Race  Sex  Height  City  County  EC Number

No record found for the criteria provided

New Election Certificate

Issue Election Certificate 

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Fig. 2b

If the **Election Certificate Search Results** shows no record is found proceed to the next screen by selecting the *Search Election Certificate* button located at the bottom of the screen to initiate the process of issuing an original election certificate. (Figure. 2b)


Election Certificate Search Results

Name  Date of Birth  SSN  Race  Sex  Height  City  County  EC Number

No record found for the criteria provided

New Election Certificate

Issue Election Certificate 

Fig. 2b

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## Steps for Issuing an Original Election Certificate

- Type in the required information on the **Applicant Information** screen.

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**DLS** TAKS SEARCH PDPS CDLIS MISC ELECTION CERTIFICATE

**Applicant Information** Fig. 3a

Name	TYVOT
Last Name	TYVOT
First Name	TYVOT
Middle Name	
Suffix	
No First Name	
Personal Info	
DOB	08/18/1940
SSN	
Physical Address	
Address 1	
Address 2	
City	
County	TEXAS
State	TEXAS
Zip	

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Type in the required information on the **Applicant Information** screen.

- The fields which include a red asterisk (\*) must be filled, i.e. name, DOB, physical address. (Figure 3a)

**DLS** TAKS SEARCH PDPS CDLIS MISC ELECTION CERTIFICATE

**Applicant Information** Fig. 3a

Name	
Last Name:	TYVOT
First Name:	TYVOT
Middle Name:	
Suffix:	
No First Name:	
Personal Info	
DOB:	08/18/1940
SSN:	
Physical Address	
Address 1:	
Address 2:	
City:	
County:	
State:	TEXAS
Zip:	

UNITED STATES

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## Steps for Issuing an Original Election Certificate

- Mailing address, physical description, and other information. U.S. citizen must be "YES" to be eligible for an election certificate. (Figure 3b)

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Fig. 3b

Mailing Address:  (Same as physical)

Address 1: \_\_\_\_\_  
Address 2: \_\_\_\_\_  
City: \_\_\_\_\_  
State:  \_\_\_\_\_  
ZIP: \_\_\_\_\_  
COUNTRY:  \_\_\_\_\_

Physical Description Information

Sex:   \_\_\_\_\_  
Eye Color:     \_\_\_\_\_  
Hair Color:     \_\_\_\_\_  
Race:      \_\_\_\_\_  
Height: \_\_\_\_\_  
Weight: \_\_\_\_\_

Other Information

US Citizen:    

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- Mailing address, physical description, and other information. U.S. citizen must be "YES" to be eligible for an election certificate. (Figure 3b)

Fig. 3b

Mailing Address:  (Same as physical)

Address 1: \_\_\_\_\_  
Address 2: \_\_\_\_\_  
City: \_\_\_\_\_  
State:  \_\_\_\_\_  
ZIP: \_\_\_\_\_  
COUNTRY:  \_\_\_\_\_

Physical Description Information

Sex:   \_\_\_\_\_  
Eye Color:     \_\_\_\_\_  
Hair Color:     \_\_\_\_\_  
Race:      \_\_\_\_\_  
Height: \_\_\_\_\_  
Weight: \_\_\_\_\_

Other Information

US Citizen:    

Voter Registration:

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**Steps for Issuing an Original Election Certificate**

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- If applicant is registering to vote, select the *Voter Registration* box and select the *Voter Status* from the drop-down menu that applies to the applicant. Select the *Next* button to proceed to the image capture screen. (Figure 3c)

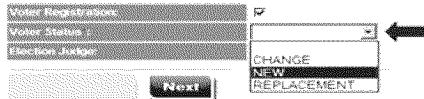
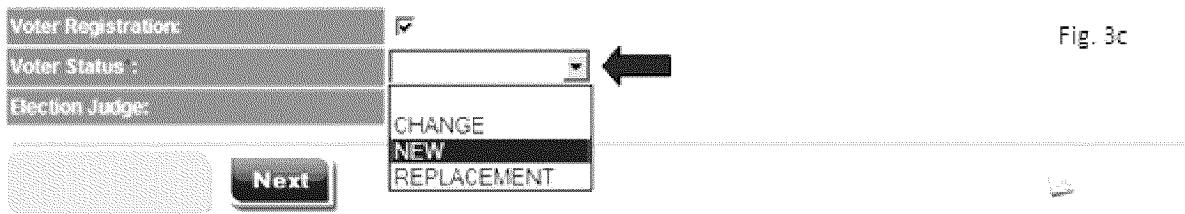


Fig. 3c

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- If applicant is registering to vote, select the *Voter Registration* box and select the *Voter Status* from the drop-down menu that applies to the applicant. Select the *Next* button to proceed to the image capture screen. (Figure 3c)



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**Steps for Issuing an Original Election Certificate**

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- **Signature, Thumbprints, Photograph refresh.**  
Select the *Refresh* button to proceed to the *Scan Documents* screen. (Figure 4)

**DLS**

TASKS SEARCH POPUP COUS MSC ELECTION CERTIFICATE

**Photo, Fingerprints, and Signature**

Please click 'Refresh' after completing Image Capture Process

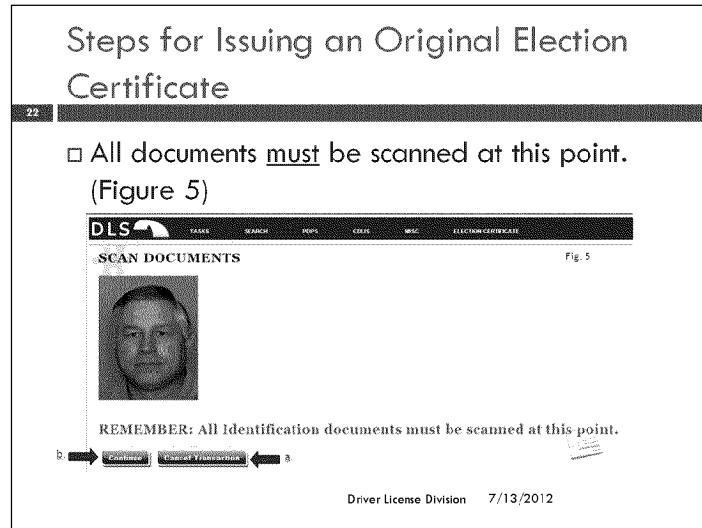
Refresh

Fig. 4

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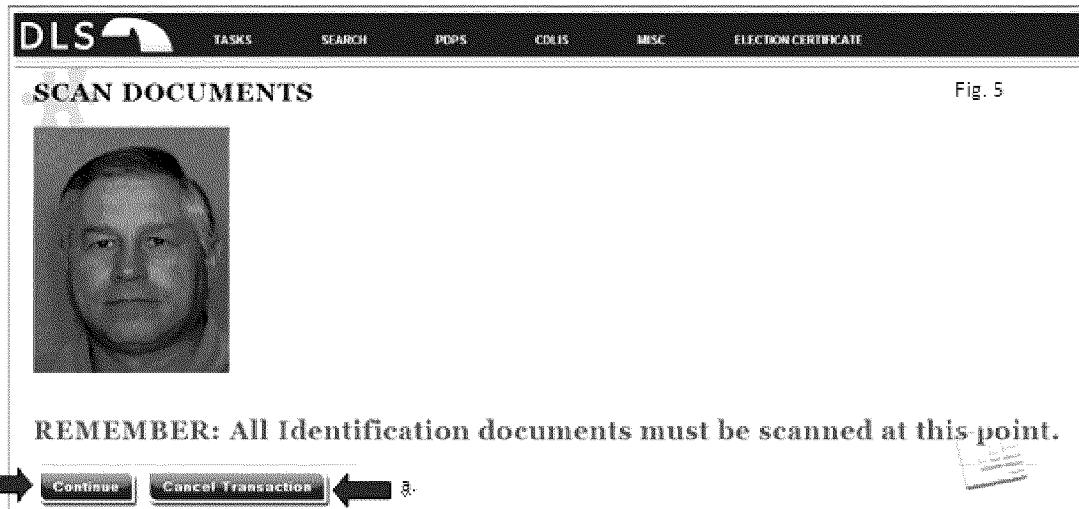
In the Digimarc program capture the applicant's signature, thumbprints and portrait. (Not shown) Complete the image capture and proceed to the next page; **Signature, Thumbprints, Photograph** refresh. Select the Refresh *button* to proceed to the **Scan Documents** screen. (Figure 4)

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The **Scan Documents** screen is the only location during the process where the documents presented, i.e. election certificate application, proof of identity and U.S. citizenship documents can be scanned into the system. However, all documents must be scanned at this point. (Figure 5)

- If the transaction needs to be cancelled, select the *Cancel Transaction* button (a).
- Select the *Continue* button (b) to proceed with the transaction.



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Steps for Issuing an Original Election Certificate

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**Transaction Completed Successfully**

Print Temporary EC Card

Select Continue



Fig. 6

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On the **Transaction Completed Successfully**

- Select the *Print Temporary EC Card* (a) to cue the printer to print a temporary election certificate card.
- Select the *Continue* button (a) after the temporary election certificate has been successfully printed.



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# Steps for Issuing an Original Election Certificate

Ask the applicant to review the information, i.e. name and mailing address and confirm the information is correct. Applicant and employee will sign the temporary election certificate.

Inform the applicant the temporary election certificate can be used as photo identification for voting purposes until they receive the card in the mail.

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# \*\*\*PENDING LEGISLATION\*\*\*

The Texas Voter ID law is currently under judicial review and we cannot issue Election Certificates until the court decision is rendered. No Election Certificates shall be issued until you receive official notification.

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Resources

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- Texas Administrative Code, Title 37 Part 1
- Texas Transportation Code, Chapter 521A

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